

2011 Candidate Guide

Chelan County

CHELAN COUNTY ELECTIONS

350 Orondo Ave Level 3, Wenatchee, WA 98801

PO Box 4760 Wenatchee, WA 98807

509.667.6808

WWW.ELECTIONS.CHELANCOUNTYWA.GOV

WWW.ELECTIONS.BALLOTS@CO.CHELAN.WA.US

2011 CANDIDATE GUIDE

CHELAN COUNTY

LETTER TO CANDIDATES:

Dear Candidate:

Congratulations on your decision to run for office. This Candidate Guide contains information that you may find helpful, including important election dates, filing information, voter information requests and more.

A new opportunity to file online for office is now available. This feature was used last year and was a great success. We hope you find it beneficial.

Candidates seeking partisan office may designate a party preference at the time of filing. However, this does not imply an endorsement or nomination by a political party. These designations may not be changed between the Primary and General Elections. Nonpartisan races will not appear on the Primary Ballot unless more than two candidates file for the office.

Our office has a variety of information you may find useful. Precinct maps are available online or may be purchased in our office. We also have voter registration reports, which include walking lists, voter turnout information, election results by precinct, and more. The request form used to order voter information is included in your packet.

You will need to file with the Public Disclosure Commission. Enclosed is a chapter they have provided to walk you through the process. If you have any questions regarding PDC, please contact them at www.pdc.wa.gov or call 1-877-601-2828.

Once again, congratulations on your decision to run for office. If you have questions concerning the election process, please contact your Elections Division at (509)667-6808. Good luck with your campaign.

Sincerely,

Skip Moore
Chelan County Auditor

WHERE AND WHEN TO FILE DECLARATIONS OF CANDIDACY (RCW 29A.24.070)

Online (Monday June 6th 9:00am thru Friday June 10th 4:00pm)

- For filing with Secretary of State go to: www.vote.wa.gov
- For filing with Chelan County Auditor's Office go to:
www.Elections.ChelanCountyWa.gov

In Person (June 6-10, 2011, M - F 9:00 a.m. - 5:00 p.m.)

- Statewide and multi-county offices file with the Secretary of State's Office, Legislative Building, 416 Sid Snyder Ave SW, Olympia.
- All county offices file with the Chelan County Auditor's Office, 350 Orondo Ave. Level 3, Wenatchee.

Mail-in (May 20 - June 10, 2010)

Any candidate may mail in a Declaration of Candidacy for an office starting May 20th. Any declaration received prior to that day will be returned and the candidate shall be permitted to re-submit their declaration during the filing period. Postmarks are not accepted. All mail-in declarations must include the filing fee, if applicable (RCW 29A.24.081).

Declared Write-in Candidates (RCW 29A.24.311)

Declared write-in candidates will be charged a filing fee, if applicable, and will be required to file a Declaration of Candidacy not later than the day before the Primary or General Election.

Votes for write-in candidates are tabulated and reported as a combined number for each race. The votes for individual write-in candidates are only identified and reported if the total number of write-in votes cast is enough to make a difference in the outcome of the race.

All candidates are required to submit a Declaration of Candidacy to the appropriate filing officer when filing for public office. The filing officer is the person with whom a candidate files for office or withdraws from candidacy.

A candidate for partisan office may state his/her preference for a political party, or choose to state no party preference. A candidate is not required to obtain approval from a political party in order to state a preference for that party on the Declaration of Candidacy form. A candidate's stated preference for a political party does not imply that the candidate is nominated or endorsed by that party. The candidate may use no more than sixteen (16) characters for the name of the political party on the Declaration of Candidacy form.

A person filing a Declaration of Candidacy for an office shall, at the time of filing, possess the qualifications specified by law for persons who may be elected to the office. The candidate must be properly registered to vote in the district represented by the office at the time of filing. The officer with whom declarations are filed shall review each declaration for compliance with this law.

At the time of filing, a candidate's voter registration data will be checked. If there are discrepancies, corrections to the voter registration file must be completed before the Declaration of Candidacy can be accepted. When filing for an office, candidates are not permitted to use a nickname that denotes present or past occupation, military rank, the candidate's position on issues or political affiliation, or use a nickname designed to intentionally mislead voters. A candidate's last name must match the last name under which he/she is registered to vote.

A filing fee equal to 1% of the salary of the position a person is filing for is required. If there is no salary, then there is no filing fee. No refunds will be given (RCW 29A.24.091, 31). Please see RCW 29A.24.091, 101, 111, RCW 29A.84.261 for filing petition requirements and procedures.

Washington State Declaration of Candidacy

how to file for elective office

when to file

The filing period begins the first Monday in June and ends the following Friday. All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to ten business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide or is a legislative, court of appeals,

or superior court office that includes more than one county. You may file in person or online at www.vote.wa.gov.

- File with the County Elections Office for all other offices. Contact their office to see if online filing is available.

cost to file

The filing fee is nonrefundable even in the event of withdrawal.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the declaration of candidacy form, is based on the salary in effect at the time of filing.

Candidates without sufficient assets or income to pay the filing

fee may instead submit a filing fee petition that contains the valid signatures of registered voters equal to the dollar amount of the filing fee.

withdrawals

The deadline for withdrawing from a partisan office is the Thursday following filing week.

The deadline for withdrawing from a nonpartisan office is set by the County Elections Office.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

other requirements:

public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues and size of jurisdiction, and are outlined in the chart below. More information can be found at www.pdc.wa.gov.

type of jurisdiction and fundraising thresholds	public disclosure reporting requirements
• Federal districts	Federal Election Commission reporting
• Cemetery districts	No state disclosure reporting
• Precinct committee officers	
• Districts requiring voters to own property	
- District has less than 1,000 voters* and - Campaign does not expect to exceed \$4,999 in contributions	No state disclosure reporting
- Office is less than entire county and - District has 1,000 to 4,999 voters* and - Campaign does not expect to exceed \$4,999 in contributions	Form F-1 (Financial Affairs Statement)
• Office is county wide or larger	Form F-1 (Financial Affairs Statement)
• Jurisdiction has 5,000 or more voters	C- series forms (Campaign Finance Reports)
• Campaign expects to receive \$5,000 or more in contributions	

*as of the last general election

Washington State Declaration of Candidacy

how to complete the form

1. office

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

2. personal information

Your name and address must match your voter registration. Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

3. ballot information

Print your name exactly as you wish it to appear on the ballot. Nicknames are acceptable.


Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 16 characters). The first letter of the party preference will be capitalized (e.g., Democratic). If you want to use initials, separate each letter with a period (e.g., G.O.P.). Your party preference will appear below your name.

Washington State Declaration of Candidacy		
1 office	City of Olympia Councilman POS. 4 <small>jurisdiction and office name position number</small>	
2 personal information	Elizabeth Christina Brown <small>first name middle last</small> 08/30/1970 (360) 555-2385 <small>date of birth (mm/dd/yyyy) phone number</small> 1500 Capital Way S Olympia 98501 <small>residential address city / zip</small>	
3 ballot information	Liz C. Brown <small>exact name I would like printed on the ballot</small> political party I prefer, if filing for partisan office: <input checked="" type="checkbox"/> (Prefers Democratic Party) <input type="checkbox"/> (States No Party Preference)	
4 campaign information	campaign address (if different from residential address) city / zip liz.c.brown@campaign.com (360) 555-1800 <small>email address phone number</small> www.lizforcouncil.com <small>website</small>	
5 filing fee	<input type="radio"/> The office has no fixed annual salary; no filing fee <input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10 <input checked="" type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary <input type="radio"/> I am submitting a filing fee petition instead of a filing fee	
6 oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington. <div style="display: flex; justify-content: space-between;"> <div> sign here  </div> <div> date here 6/8/10 </div> </div>	
for office use only	<div style="display: flex; justify-content: space-between;"> <div>date</div> <div>voter registration number</div> </div>	

If you choose to not state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

4. campaign information

If you do not provide campaign information, your information as a registered voter will be used. A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

5. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy.

6. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

Washington State Declaration of Candidacy

office	<div></div> <div>jurisdiction and office name position number</div>	
personal information <i>as registered to vote</i>	<div>first name middle last</div> <div>date of birth (mm / dd / yyyy) phone number</div> <div>residential address city / zip</div>	
ballot information	<div>exact name I would like printed on the ballot</div> <div>political party I prefer, if filing for partisan office:</div> <div> <input type="radio"/> (Prefers <div style="display: inline-block; width: 150px; height: 1.2em; border: 1px solid black; vertical-align: middle;"></div> Party) </div> <div> <input type="radio"/> (States No Party Preference) </div>	
campaign information	<div>campaign address (if different from residential address) city / zip</div> <div>email address phone number</div> <div>website</div>	
filing fee	<div> <input type="radio"/> The office has no fixed annual salary: no filing fee <input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10 <input type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary <input type="radio"/> I am submitting a filing fee petition instead of a filing fee </div>	
oath	<div>I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.</div> <div>I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 60px; width: 100px;"></div> <div>sign here</div> </div> <div style="text-align: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 60px; width: 100px;"></div> <div>date here</div> </div> </div>	
for office use only	<div> <div>date voter registration number</div> <div>office code fee</div> </div>	

01/02/20

2011 CALENDAR

FILING CALENDAR

Filing for office by mail	May 20 - June 10	(RCW 29A.24.081)
Filing for office online or in person	June 6 - June 10	(RCW 29A.24.040, &RCW 29A.24.050)
Declared write-in candidates for Primary	June 13 - Aug 15	(RCW 29A.36.131)
Lot Drawing	June 10, 5:00 pm	(RCW 29A.36.131)
Last day for candidate withdrawal	June 16	(RCW 29A.24.131)

PRIMARY KEY DATES

Last day to file resolutions	May 24, 2011	(RCW 29A.04.330)
Candidate statements/photos due	June 17, 2011	(if in the primary)
Voter registration deadline		(RCW 29A.08.140)
Last day to register by mail/online	July 18, 2011	
Last day to update any registration	July 18, 2011	
Last day to register in office	August 8, 2011	
Primary military ballots mailed	July 1, 2011	
Primary ballots available /mailed	July 27, 2011	(RCW 29A.40.070)
Primary Election Day	August 16, 2011	(RCW 29A.04.311)
County certifies Primary Election	August 31, 2011	(RCW 29A.60.190)
State certifies Primary Election	September 6, 2011	(RCW 29A.60.240)

GENERAL KEY DATES

Last day to file resolutions	August 16, 2011	(RCW 29A.04.330)
Candidate statements/photos	September 2, 2011	
Voter registration deadline		(RCW 29A.08.140)
Last day to register by mail/online	October 10, 2011	
Last day to update any registration	October 10, 2011	
Last day to register in office	October 31, 2011	
General military ballots mailed	September 23, 2011	
General ballots available/mailed	October 19, 2011	(RCW 29A.40.070)
General Election Day	November 8, 2011	(RCW 29A.04.320)
County certifies General Election	November 29, 2011	(RCW 29A.60.190)
State certifies General Election	December 8, 2011	(RCW 29A.60.250)

You have the opportunity to communicate, at no cost to you, to voters who view our website. Chelan County will publish a Local Online Candidate Guide for both the August Primary and the November General Elections. These are the only publications that cover local candidates and issues in a single location.

The Administrative Rules that follow cover the submittal of your candidate statement and photograph.

You may submit your statement and photo in several ways:

- An email will be sent to you if you provide an email address when filing. A link will be provided so you may submit your statement online or,
- Email both to nissa.burger@co.chelan.wa.us. If you choose this option, please ensure you have saved the document as either a .txt or word file or,
- Submit both to the Auditor's office on a disk. If you choose this option, you must provide a hard copy for your statement.

YOUR AUGUST PRIMARY STATEMENT AND PHOTO ARE DUE BY 5:00 PM JUNE 17, 2011

November General Election statements and photos are due no later than 5:00 pm September 2, 2011. If a candidate advances to the General Election, we will use the Primary photograph and statement unless the candidate has submitted an alternate copy by the September 2nd deadline.

If you have any questions, please contact us at 509-667-6808 or by email at: nissa.burger@co.chelan.wa.us

CHELAN COUNTY LOCAL ONLINE CANDIDATE GUIDE STATEMENT & PHOTO CHECKLIST

Statement

- ☐ Statement is not greater than 150 words, hand counted, with hyphenated words counting as two.
 - ☐ Statement is not greater than four paragraphs.
 - ☐ Statement does not include any bolded or underlined items.
 - ☐ Statement pertains only to the candidate, and does not contain any endorsements.
 - ☐ I have included my phone number, address, and email address for publication.
- These items do not count against my 150 word limit.

Photo

- ☐ Photo is not more than 5 years old.
- ☐ Photo is at least 3X5 inches in size.
- ☐ Photo is of head and shoulders.
- ☐ Photo may be cropped to ensure consistency throughout the online pamphlet.

SPECIFICATIONS FOR CANDIDATE STATEMENTS AND PHOTOGRAPHS

Deadline for Submission of Statements and Photographs

Any candidate who wishes to have a statement and photograph appear in the Chelan County Local Online Candidate Guide must submit such material to the Chelan County Elections office. Statements and photographs are due per the schedule listed on page 7. All material received will be date stamped. Candidates advancing from the Primary Election to the General Election shall have an opportunity to revise their statement for inclusion in the General Election Local Online Candidate Guide. Deadlines for such revisions shall be established by the Auditor's Office, and provided to candidates at the time of filing. Any candidate who is defeated in the Primary Election shall not have their statement appear in the General Election Local Online Candidate Guide.

Statement Length

Statements submitted by all candidates shall be limited to 150 words or less, and no more than three hard returns. Each individual word is counted as one word. Website addresses will be counted as ONE word. All words contained within hyphenated words or phrases shall count individually, with the exception of prefixes. All of the material in excess of the word limit, counting from the beginning of the statement, will be omitted. If such a deletion creates an incomplete sentence at the end of the statement, that incomplete sentence will also be omitted. The Auditor's Office may attempt to contact candidates to shorten their statement, if time permits, but is under no obligation to do so. There will be no exception to these limitations. Contact information for each candidate shall be included in the pamphlet without inclusion in the 150 word limit. Contact information is limited to the candidate's phone number, physical or mailing address, and email address. Candidates should include this information with submission of their statements. Failure to do so will result in the auditor's office using the information provided on filing paperwork. If Candidate Guides are to be produced for both the Primary and General Elections, the candidate statements for the Primary Election Local Voters' Online Pamphlet may be in the format of responses to a questionnaire. If the questionnaire format is chosen, the County Auditor shall provide the questionnaire and word count to the candidates by filing week.

Statement Submission Standards

In order to maintain good standards of readability and to ensure accuracy in typesetting this material for publication, the following standards have been established:

1. Statements shall be typed and double spaced.
2. The name, address, telephone number, and position sought should appear on the top of each page of the statement. This information will be published in the online pamphlet as submitted.
3. The material will be set in paragraph style; because of the limitation of space, lists of terms, which require multiple indentation, including bullets, are not permitted. Items, which are submitted as multiple indents shall be combined in line format with semicolons separating each item.
4. Words, phrases, and sentences which are emphasized by italics, underlined, capitalized, or bolded will be typeset in italics. We recommend candidates avoid such emphasis as they will reduce the readability of the statement.

Statement Content

Per RCW 29A.32.230(3), the Auditor's Office shall reject any candidates' statement or argument deemed to be libelous or otherwise inappropriate. Any statements by a candidate shall be limited to those about the candidate himself or herself, and shall not include endorsements or the names of individuals serving on their campaign committee. Statement content suggestions are: occupation, education, professional qualifications, why you seek the position, what ideas you have if you were elected, length of residence in the county, city, town, or district, additional personal information, and community involvement.

Editing Statements

In a publication of this magnitude, it is inevitable that the material submitted for publication will contain some inadvertent errors of spelling, punctuation, or syntax, which would adversely affect the readability of the statement and improperly reflect on the candidate. The County Auditor may correct such incidental errors as long as this does not affect the content of the statement. This office is not obligated, however, to make such corrections and assumes no responsibility for errors which result from inaccuracies in the original statement submitted by the candidate.

Rejected Statements and Appeal of Rejected Statements

If any portion of the candidate's statement is rejected, only that rejected portion may be rewritten and submitted for inclusion in the statement. Candidates will be notified if their statement, or any portion thereof, has been rejected. They will be given an opportunity to appeal that rejection or resubmit a statement or revision of a portion which has been rejected. Due to time constraints, a second rejection is final. Appeals will be made to the County Auditor, who has the final decision in the acceptance and rejection of statements.

Proofing of Statements

To ensure the maximum accuracy in the publication of these statements, the County Auditor shall provide a proof copy of any statement to the candidate prior to publication. It is the responsibility of the candidate to notify the County Auditor of any corrections or misprints immediately if changes are necessary. This office assumes no responsibility for providing a proof copy of any statement submitted without a return address. Candidates will not be permitted to amend the content of their original statement after a proof has been provided. Only the correction of incidental errors in spelling, punctuation, or syntax in the original statement or errors in typesetting will be allowed.

Candidate Photographs

Candidates may submit photographs to be included with their statements. To assure the best possible reproduction, all photographs must be:

1. Not smaller than 3X5 inches nor larger than 5X7 inches.
2. Limited to the head and shoulder of the candidate. To achieve best contrast, we recommend that you use a photograph with a light (not white) background.
3. Photograph must be no more than five years old. Photographs are prohibited which show the uniform or insignia of any organization which advocates or teaches racial or religious intolerance.

For technical reasons, prints submitted for use in previous editions of the pamphlet cannot be used again; candidates who wish to use the same photograph must submit a new print to be used in each pamphlet.

Photos may be submitted electronically via website, email, or on a CD.

Statement and Photograph Costs

No costs shall be charged to candidates submitting material to be included in the Local Online Candidate Guide.

Viewing of Statements

Viewing of statements shall be allowed after the official deadline for submission of statements has passed.

CANDIDATE WITHDRAWAL



I, _____
(Print Name)
wish to withdraw my Declaration of Candidacy for the office of

_____.

I hereby authorize the cancellation of my name from the ballot for the
_____ Election to be held on
_____, 2011 for the above named position.

Signature of Candidate

Subscribed and sworn before me this _____ day of _____, 2011.

Signature of Election Official

Official Title



Starting Off on the Right Foot

(Answers to Questions Frequently Asked
by First-Time Candidates)

May 2010

• What Starts the Whole Process?

Becoming a candidate. According to the disclosure law, you become a candidate when you do one of these things: raise or spend money for your campaign; reserve space or purchase advertising to promote your candidacy; authorize someone else to do any of these activities for you; state publicly that you're seeking office; or file a declaration of candidacy.

• Once I Become a Candidate, Then What?

Within two weeks of the date you become a candidate, you must file a Personal Financial Affairs Statement* (Form F-1) and a Candidate Registration form (Form C-1) with the PDC, if required. A copy of the C-1 must be filed with your county auditor or elections officer.

*An incumbent officeholder who has filed an F-1 earlier in the year does not need to file a second F-1 in the same year after becoming a candidate.

• Which Candidates Must File Disclosure Reports?

One of two things determines what a candidate discloses. For most candidates, it's the number of registered voters in the jurisdiction where the candidate runs for office. If you are a candidate running for office in a very small jurisdiction, the total amount of contributions you receive or expect to receive will determine whether you report contributions & expenditures.

You must file a Personal Financial Affairs Statement and campaign disclosure reports if you are:

- a state office candidate
- a county office candidate
- a local or judicial office candidate in a jurisdiction with 5,000 or more registered voters
- a candidate who receives or expects to receive contributions of \$5,000 or more in the aggregate regardless of the number of registered voters

File just a Personal Financial Affairs Statement if you are:

- a candidate for local or judicial office in a jurisdiction with 1,000 or more but less than 5,000 registered voters and you do not expect to receive contributions totaling \$5,000 or more

A candidate seeking election to an office in a jurisdiction with less than 1,000 registered voters who does not receive or expect to receive contributions totaling \$5,000 or more does not file any reports with the Public Disclosure Commission.

Registered voter counts are available from the PDC or your county elections office.

• Where Do I Get Blank Forms and Instructions?

Form templates, brochures, manuals, and training videos are available online at www.pdc.wa.gov under Filer Resources. Contact the PDC at 360-753-1111 or toll-free at 1-877-601-2828 if you do not have Internet access. The PDC offers free compliance training; the schedule is at www.pdc.wa.gov/filers.

• Electronic Filing

A candidate that expects to spend \$10,000 or more is required to file campaign finance reports electronically. The PDC's free software, ORCA, can be used to electronically file the required campaign disclosure reports. The PDC staff offers free ORCA training – the schedule is available at www.pdc.wa.gov/filers.

To work properly, campaign data from the start of the campaign must be entered into the system.

For assistance with electronic filing of campaign finance reports, go to the PDC web page at www.pdc.wa.gov/filers or call toll free at 1-877-601-2828.

• I Suspect There's More to Reporting . . . Right?

Probably. It depends on how much you're going to raise and spend on your campaign.

If you choose Mini Reporting (limiting what you raise or spend to \$5,000 and limiting contributions from one source other than yourself to \$500), the C-1 and the F-1 are the only PDC reports you have to file. Be sure to access and carefully review the Mini Reporting manual found at www.pdc.wa.gov/filers.

If you're going to raise and spend over \$5,000 to get elected (or less than that, but you want to accept more than \$500 from one or more donors), you must select the Full Reporting option. You'll be required to file frequent and detailed contribution and expenditure reports (Forms C-3 and C-4, respectively).

The PDC realizes that candidates are not always able to forecast campaign costs accurately, and may need to switch reporting options. Changing from mini to full reporting must be done at least 30 business days before the election and approved by the PDC staff. A candidate who wishes to change from mini to full reporting must notify all opponents in writing, amend the registration, file contribution & expenditure reports from the start of the campaign, and send a letter to the PDC confirming that these steps have been completed before exceeding the mini reporting limits. The change in reporting options will be approved only if all of these steps are completed at least 30 business days before the election.

The approval to change reporting options from mini to full reporting within 30 business days of the election is not automatic and will only be granted under circumstances outlined in WAC 390-16-125.

- **When are Contribution and Expenditure Reports Due?**

C-3 Contribution Reports: Before June 1 of the election year, candidates fill out a C-3 report for each bank deposit and file these reports with their C-4 reports. Beginning June 1, each time you make a deposit you must file a C-3 no later than the following Monday. Since contributions must be deposited within 5 business days of receipt, active campaigns will make at least one weekly deposit.

C-4 Summary Reports: This report, along with its attached schedules, summarizes the campaign's financial activity and shows itemized expenditures for a specific period. C-4s are due: From the beginning of the campaign through May of the election year, if a campaign has over \$200 in contributions or expenditures during a month, a C-4 report is filed by the 10th of the following month. Beginning with June of the election year and continuing through the primary and general elections, C-4 reports are due 21 and 7 days *before* each election and on the 10th of the month *after* the month the election was held with the candidate's name on the ballot, even if there was little or no activity to report.

Specific filing dates are listed in the 2010 Key Reporting Dates for Candidates found under Filer Resources at www.pdc.wa.gov. All PDC reports are considered filed as of the postmark date or, if filed electronically, on the file transfer date.

- **Where Do I File PDC Reports?**

Send the original of all campaign reports (the "C" series) to the PDC; provide a copy of these campaign reports to your county elections officer. The personal financial affairs statement (F-1) is, in most cases, filed only with PDC in Olympia. By local ordinance, city office candidates may also have to file copies of "C" reports and the F-1 with their city clerk.

NOTE: Electronically filed reports are not required to be filed with the county auditor.

- **Must I Have a Separate Campaign Account?**

Candidates must open a separate campaign account in a bank, credit union or savings and loan institution if they accept monetary contributions. A candidate who personally funds his/her entire campaign and accepts no contributions does not have to open a bank account. These candidates are required to make all campaign records, which may include the personal checkbook register and bank statements, available for public inspection during the eight days before the election.

- **From Whom May I Accept Contributions?**

Generally, contributions from individuals, corporations, unions and other organizations are permitted. Candidates for legislative, state executive office, judicial, and some county offices have special contributor restrictions. By federal law, no foreign corporations or citizens (unless they have green cards), national banks and corporations organized by authority of Congress and federal government contractors may contribute to or spend funds on behalf of U.S. candidates.

A candidate may personally finance his/her entire campaign. Local restrictions may apply to candidates seeking some county and city offices. Check with your county elections office or your city clerk.

- **May I Serve as My Own Treasurer?**

Yes. However, candidates who select Full Reporting are strongly encouraged to enlist the aid of a treasurer who has the time and energy necessary to keep detailed, accurate records and file frequent reports. Your treasurer does not need to be a professional accountant.

- **Is There a Contribution Limit?**

State law sets contribution limits on donations to legislative, state executive, and judicial office candidates, as well as county office and port commissioner candidates in jurisdictions with more than 200,000 registered voters as of the last General Election [Clark, King, Pierce, Snohomish, and Spokane Counties and the Ports of Tacoma and Seattle in 2010] as well as bona fide political party and caucus political committees. See instruction manuals for details. **Beginning June 10, limits are extended to county office candidates in all counties, all mayoral candidates, and all city council candidates.**

During the 21 days before the general election, no contributor, except the state committee of a bona fide political party, may give more than a total of \$50,000 to a statewide office candidate or \$5,000 to any other candidate or political committee. This restriction also applies to a candidate's personal funds.

Candidates must not accept contributions that exceed their respective limits. Additional local restrictions may apply to candidates seeking local office.

- **Is There an Expenditure Limit?**

Candidates who choose Mini Reporting self-impose an expenditure limit of \$5,000. There are no expenditure limits for candidates who choose Full Reporting.

- **Must I Identify All Contributors?**

Anyone who donates monetary and in-kind contributions totaling more than \$25 over the course of your campaign must be identified by name and full address. Plus, if an individual gives you more than \$100 in the aggregate, you must show this person's occupation and the name, city and state of his or her employer.

- **May I Be Reimbursed for the Personal Funds I Spend on My Campaign?**

A candidate's contributions to his or her own campaign must first be reported as loans in order to be eligible for repayment. A candidate can be repaid up to \$4,700 for primary election loans and \$4,700 for general election loans. Reimbursements for the candidate's out-of-pocket campaign expenses must be made within three weeks or the reimbursement will count against the loan repayment limit.

- **Are There Laws Governing Political Ads?**

Yes. Details are in the PDC's Political Advertising brochure or the Political Advertising section in the instruction manual.

**For more information, contact PDC at
(360) 753-1111, toll-free 1-877-601-2828, pdc@pdc.wa.gov
(e-mail), or visit PDC's Website (<http://www.pdc.wa.gov>).**

24 HOUR BALLOT DROP BOX LOCATIONS

Ballot drop boxes are the most secure method, short of personally delivering ballots to the Auditor's Office, to ensure ballots are received on time. The Chelan County Auditor's Office requests your assistance in getting this message out to voters. When you are out talking to voters please assure them these boxes are safe and convenient. They are open 24-hours a day for convenience and are emptied regularly by two election staff members. Boxes are opened the day ballots become available and locked promptly at 8:00 p.m. on Election Day so no further ballots may be deposited.

WENATCHEE PUBLIC LIBRARY DROP BOX NEXT TO BOOK DROP-OFF 310 DOUGLAS ST. WENATCHEE, WA 98801	CHELAN CITY HALL DROP BOX BEHIND BUILDING 135 EAST JOHNSON AVE. CHELAN, WA 98816	LEAVENWORTH CITY HALL DROP BOX IN PARKING LOT 700 HWY 2 LEAVENWORTH, WA 98826
CHELAN COUNTY COURTHOUSE ELECTION'S OFFICE - LEVEL 3 350 ORONDO AVE. WENATCHEE, WA 98801	ENTIAT CITY HALL DROP BOX IN PARKING LOT 14070 KINZEL ST. ENTIAT, WA 98822	CASHMERE CITY HALL DROP BOX BEHIND CITY HALL 101 WOODRING ST CASHMERE, WA 98815

REPLACEMENT BALLOTS: The Auditor's Office, 350 Orondo Ave, Level 3, Wenatchee is the **ONLY** location to get a replacement ballot. Before Election Day the Auditor's Office is open 9 a.m. - 5 p.m. Monday - Friday. On Election Day the office is open 7:00 a.m. to 8:00 p.m.

RESTRICTIONS ON CAMPAIGNING AT BALLOT DROP BOX SITES

Chelan County is a vote-by-mail county and has ballot drop box sites throughout the county. Polling place regulations regarding campaign electioneering apply to drop box sites from the time they are opened (20 days before the election) until boxes are closed at 8:00 p.m. on Election Day.

Electioneering is forbidden within 300 feet of a drop box site or polling place (the County Courthouse is a voting center and adheres to the same restrictions). Electioneering also includes the wearing of campaign T-Shirts and buttons.

RCW 29A.84.510 Acts prohibited . . .

(1) On the day of any primary, general, or special election, no person may, within a polling place, or in any public area within three hundred feet of any entrance to such polling place:

Suggest or persuade or attempt to suggest or persuade any voter to vote for or against any candidate or ballot measure;

Circulate cards or handbills of any kind;

Solicit signatures to any kind of petition; or

Engage in any practice which interferes with the freedom of voters to exercise their franchise or disrupts the administration of the polling place.

(2) No person may obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place. Any sheriff, deputy sheriff, or municipal law enforcement officer shall prevent such obstruction, and may arrest any person creating such obstruction.

CAMPAIGN MATERIALS

Campaign materials cannot be placed in or on top of mailboxes without paying postage (U.S. Postal Service, Private Express Statute), nor should campaign materials be placed in newspaper delivery tubes. Please be courteous to these agencies.

THE HATCH ACT AND FEDERAL EMPLOYEES

Permitted Activities for Employees

May be candidates for public office in nonpartisan elections
May register and vote as they choose
May assist in voter registration drives
May express opinions about candidates and issues
May contribute money to political organizations
May attend political fundraising functions
May attend and be active at political rallies and meetings
May join and be an active member of a political party or club
May sign nominating petitions
May campaign for or against referendum questions, constitutional amendments, or municipal ordinances
May campaign for or against candidates in partisan elections
May make campaign speeches for candidates in partisan Elections.
May distribute campaign literature in partisan elections
May hold office in political clubs or parties including serving as a delegate to a convention

Prohibited Activities for Employees

May not use their official authority or influence to interfere with an election
May not solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
May not knowingly solicit or discourage the political activity of any person who has business before the agency
May not engage in political activity while on duty
May not engage in political activity in any government office
May not engage in political activity while using a government vehicle
May not be candidates for public office in partisan elections
May not wear political buttons while on duty

*For additional questions, contact:
US Office of Special Counsel
1730 M Street NW, Suite 218
Washington, DC 20036-4505
Phone 1-800-85-HATCH
Federal Relay Service
1-800-877-8339 www.osc.gov*

RULES ON POLITICAL ACTIVITY

Under the law, State and Local Employees in Federally Aided Programs **may not**:

- (1) use their official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;
- (2) directly or indirectly coerce, attempt to coerce, command or advise State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for partisan political purposes; or
- (3) be a candidate for public office in a partisan election.

Caution: Activity permitted by Federal law may be restricted or prohibited by State or local law or regulation.

VOTER REGISTRATION INFORMATION



Voter registration information is not public information. It can be released, but only to those people who are using it for election purposes. It cannot be released to the general public and cannot be used for any purposes other than those detailed in RCW 29A.08.720-740. Any violation of these statutes constitutes a felony.

To receive voter registration information you must first read the attached RCW's and then sign below. Also attached is an information sheet that lists some of the reports that are available to you. We have the ability to customize most reports. So please let us know if you need more information.

I understand that the County Auditor is required by law to furnish copies of current registration lists of registered voters in her/his possession to any person upon request. I agree to use this information for only those purposes allowed by the laws of Washington State. I understand that any violation of these laws relating to the use of lists of registered voters is a felony. (RCW's 29A.08.720-740)

I agree that I have been furnished copies of RCW's 29A.08.720 and 29A.08.740.

Signature of Person receiving copies of RCW's

Name of Candidate/Campaign (if applicable)

BILLING INFORMATION

Name _____

Telephone # _____

Address _____
City, State, Zip Code

Email Address

Office Use: Date Billed _____ Amount Billed _____ Receipt # _____

RCW 29A.08.720**Registration, Voting Records – As public records – Information furnished – Restrictions, confidentiality.**

(1) In the case of voter registration records received through the department of licensing or an agency designated under RCW 29A.08.310, the identity of the office or agency at which any particular individual registered to vote is not available for public inspection and shall not be disclosed to the public. Any record of a particular individual's choice not to register to vote at an office of the department of licensing or a state agency designated under RCW 29A.08.310 is not available for public inspection and any information regarding such a choice by a particular individual shall not be disclosed to the public.

(2) Subject to the restrictions of RCW 29A.08.710 and 40.24.060, poll books, precinct lists, and current lists of registered voters are public records and must be made available for public inspection and copying under such reasonable rules and regulations as the county auditor or secretary of state may prescribe. The county auditor or secretary of state shall promptly furnish current lists of registered voters in his or her possession, at actual reproduction cost, to any person requesting such information. The lists shall not be used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the lists and labels may be used for any political purpose. The county auditor or secretary of state must provide a copy of RCW 29A.08.740 to the person requesting the material that is released under this section.

(3) For the purposes of this section, "political purpose" means a purpose concerned with the support of or opposition to any candidate for any partisan or nonpartisan office or concerned with the support of or opposition to any ballot proposition or issue. "Political purpose" includes, but is not limited to, such activities as the advertising for or against any candidate or ballot measure or the solicitation of financial support.

RCW 29A.08.740**Violations of restricted use of registered voter data -- Penalties -- Liabilities.**

(1) Any person who uses registered voter data furnished under RCW 29A.08.720 for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not an indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section.

(2) Each person furnished data under RCW 29A.08.720 shall take reasonable precautions designed to assure that the data is not used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.

REPORTS, LISTS, AND LABELS

Please check the box for the format you would like:

- ☐ Email format: PDF (adobe acrobat), excel, word, tab or comma delimited – No Cost.
- ☐ Disk Format: PDF (adobe acrobat), excel, word, tab or comma delimited – \$7.50 per CD.
- ☐ Print Out: single or double sided and/or up to 4 pages per page - \$0.15/page.

Please check the box for the type of report you would like or list below what you will be using the report for and we will be able to customize a report for you.

☐ Voter list

- * Sort by alphabetical or by precinct.
- * Voter history of last 20 elections (you may choose any election specifically or a range).
- * What voters would you like included on the report? Circle below
All Voters, Active Voters, Inactive Voters, Absentee Only, Poll Only,
Voters who participated in a certain election _____

☐ Walking List

- *This list is divided by precinct, street name and house number order.

☐ Voter Address Labels

- *Formats include: one label per voter or one label per household by surname.
- *Standard address label format - \$0.01 per label if we print them
no cost for emailing in this format (Avery 5160)

☐ Voter Export File

- * Available in flat file, comma or tab delimited. We recommend this file for importing into various programs and can be customized to meet your needs. Please contact us for your specific needs.

All reports, labels and files can be customized. They are available for the entire county or the district(s) or precinct(s) or your choice. If you need only certain districts or precincts please indicate those on the line below.

☐ Countywide

☐ District(s) or Precinct(s) _____

Customized report (tell us your needs)

Office Use:

Date Received_____ Date request filled_____ Request Filled By:_____ Proof Attached☐

PRECINCTS/DISTRICT MAPS

Please contact Chelan County Elections office for custom maps for your campaign or project. Prices for custom maps printed in our office or burned to a CD are listed below.

Small	8.5 x 11	\$1.00
	11 x 17	\$1.00
Large	24 x 36	\$5.00
	36 x 48	\$5.00
CDs		\$7.50
Bring in a CD		Free
Email		Free

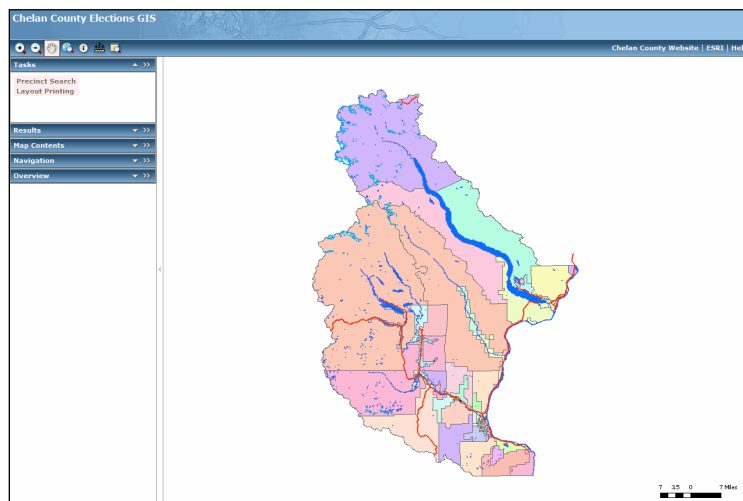
Stephanie Wilder
Elections Technician
Stephanie.wilder@co.chelan.wa.us
509-667-6807

Maps can be created for free by using the Chelan County Elections GIS web tool on our website at:
www.Elections.ChelanCountyWA.gov

Custom maps created on the website can be exported in the following formats: Adobe pdf, ai, svg, tiff, jpeg, ps, png.

This tool will allow you to search precincts, roads, highways, township/sections, water bodies/streams, city limits, and junior taxing districts boundaries.

Click on the Chelan County Elections GIS link to start. **The "Help" link is located on the top right toolbar.**



VOTER QUALIFICATIONS

TO REGISTER TO VOTE YOU MUST BE:

- A citizen of the United States.
- Residing at your current address for a minimum of 30 days before Election Day.
- A legal resident of Washington State.
- At least 18 years old by Election Day.

Candidates,

The Chelan County Auditor's Office has voter registration forms if you are conducting a voter registration drive.

Contact: The Elections Office 509.667.6808 or email: elections.ballots@co.chelan.wa.us

FELONY CONVICTIONS:

- If you have been convicted of a felony, you lose the right to vote until it is restored.
 - If you were convicted in Washington State Superior Court, your right to vote is restored as long as you are not in prison or placed in community custody for the felony with the Washington State Department of Corrections (DOC).*
 - If you were convicted in another state or in federal court, your right to vote is restored as long as you are not incarcerated for that felony.
- * If you have questions about whether you are on community custody with the Department of Corrections (DOC), please call the DOC at (360) 725-8213, Monday through Friday, 8 a.m. - 5 p.m.

REGISTRATION DEADLINES:

NEW REGISTRANTS

Individuals who are not currently registered in Washington may register by mail or online, 29 or more days prior to the election, or they may register in-person at the Auditor's Office up to 8 days before Election Day.

ADDRESS AND NAME CHANGES

If you were previously registered anywhere in Washington and have moved or changed your name, you must update your voter registration record by 29 days prior to each election.

*Did you know that you can register to vote and update your voter registration by visiting our website at: **www.Elections.ChelanCountyWa.gov***

To register to vote online you must have a Washington State ID or Driver License. If you are currently registered in Chelan County, you do not need any ID to update your registration online (excluding name changes).